

WORK VAPOR

Job Link: <https://workvapor.com/jobs/virtual-practice-assistant-20-25-remote-administration-232317/>

HIRING ORGANIZATION

Elated Counseling Services LLC

EMPLOYMENT TYPE

Contractor

JOB LOCATION

Louisiana, United States

? Remote work from: United States

DATE POSTED

? 09/09/2026

VIRTUAL PRACTICE ASSISTANT – \$20-\$25 – REMOTE ADMINISTRATION

BASE SALARY

USD 20 - USD 25

DESCRIPTION

Virtual Practice Assistant

Company: Elated Counseling Services LLC

Location: Louisiana

Work Type: Remote

Employment Type: Independent Contractor

Pay: \$20–\$25 per hour

Expected Hours: 15–25 hours per week

Contact Details

Email: hr@elatedcounseling.com

About Elated Counseling Services LLC

Elated Counseling Services LLC is an outpatient mental health group practice based in Shreveport, Louisiana.

The practice provides mental health services to clients. It is looking for a dependable and detail-oriented Virtual Practice Assistant.

About the Position

The Virtual Practice Assistant will support daily client-facing operations.

The position also includes light billing and administrative work. The assistant must handle sensitive client and health information with care.

This is an independent contractor position. The selected person may work with other clients. Exclusivity is not required.

Key Responsibilities

- Answer live calls when possible.
- Return missed calls within 1–2 business hours.
- Respond to client and referral emails.
- Schedule initial appointments for new clients.
- Review new client paperwork for completeness.
- Confirm insurance information in client charts.
- Confirm card-on-file information when applicable.
- Support insurance billing calls.
- Check claim status.
- Confirm client eligibility.
- Follow up on claim denials.
- Support credentialing paperwork.
- Track credentialing deadlines.
- Assist with calendar tasks.
- Support other light administrative duties as needed.

Required Qualifications

- College degree preferred.
- Experience in a medical office is strongly preferred.
- Experience in a mental health office is strongly preferred.
- Experience in a healthcare office is strongly preferred.
- Comfortable speaking with clients by phone.
- Comfortable speaking with insurance representatives.
- Strong professional email writing skills.
- High level of discretion.
- Ability to protect sensitive client information.
- Reliable availability during U.S. business hours.
- Ability to work during Central Standard Time (CST).
- Ability to work independently.
- Comfortable learning practice management software.

Availability

Exact working hours are flexible.

Core availability must overlap with U.S. business hours in CST. Calls and messages must be answered or returned within the agreed response window.

The contractor will manage their own schedule and workload. Work must be completed according to the agreed deliverables.

Application Questions

Applicants should be prepared to answer these questions:

- Are you comfortable working as a 1099 independent contractor instead of a W-2 employee?

- Do you have a reliable phone and internet connection?
- Do you have experience in a medical, mental health, or healthcare office?

Work Environment

- Remote work.
- Independent contractor arrangement.
- Flexible schedule.
- 15–25 hours per week.
- Work during U.S. business hours.
- Access to sensitive client and health information.

To Apply

Send your resume and a brief note about your relevant experience to:

hr@elatedcounseling.com

Company Contact Information

Elated Counseling Services LLC

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